

NORTHSHORE SCHOOL DISTRICT SUPERINTENDENT SEARCH *APPROVED* PROCESS AND TIMELINE

Items highlighted in yellow indicate an in-person meeting with the consultant(s)

DATE

DATE	DESCRIPTION
3/13/2025	Consultant planning meeting with the Board and discussion regarding individual Board member interviews. <i>(Time: TBD) (option to conduct virtually)</i>
3/14/2025	Begin preparing information for the district promotional slideshow and online application form with the district liaison representative(s).
3/14/2025	Notify all associates and other professional contacts of vacancy.
3/14/2025	Contact constituents and stakeholders for input meetings on <u>3/25-26/2025</u> .
3/14/2025	Online survey link, for input on developing the profile, available on district website from <u>3/14/2025</u> to <u>3/31/2025</u> .
3/18/2025	Promotional information due.
3/19/2025	E-mail promotional information and online application instructions to interested candidates.
3/25-26/2025	Meetings with constituent and stakeholder group representatives. <i>(in person, virtual or both)</i>
3/31/2025	8 a.m. deadline for survey/input from constituents, stakeholders and Board members, including online survey.
4/14/2025	Board to finalize Superintendent profile. <i>(Time: 5:30-7:30 p.m. PST) (virtual)</i>
4/20/2025	Deadline for all application materials. <i>(*See note below.)</i>
4/30/2025	Consultant develops and finalizes interview questions and procedures with the Board. Top candidates are presented to the Board and consultant assists the Board in selecting finalists for the interviews. If desired by the Board, consultant will meet with constituents and staff interview group(s) to discuss their roles. <i>(Time: 5:00-7:00 p.m. PST) (In person)</i>
5/7-8/2025	Interview candidates (1 st round) <i>(virtual) – May 7: 8:00-12:00 p.m.; May 8: 2:00 p.m. until done.</i>
5/08/2025	Meeting with consultant following the last interview. <i>(Time: TBD) (virtual after last interview)</i>
5/12-13/2025	Interview finalist candidates (2 nd round). <i>(In person) Stakeholder involvement</i>
5/13/2025	Final meeting with consultant following the last interview. <i>(Time: TBD) (option to conduct virtually)</i>
TBD	Consultant will discuss contract terms with the finalist.
TBD	Offer the contract.
TBD	Press release of new Superintendent.
TBD	Board Self-Assessment Survey Results presented to the Board.

***All applications will be reviewed. Materials received after the closing date may be given full consideration depending upon the number of applications received and other factors.**

(Actual dates to be determined in the first meeting with the Board.)